

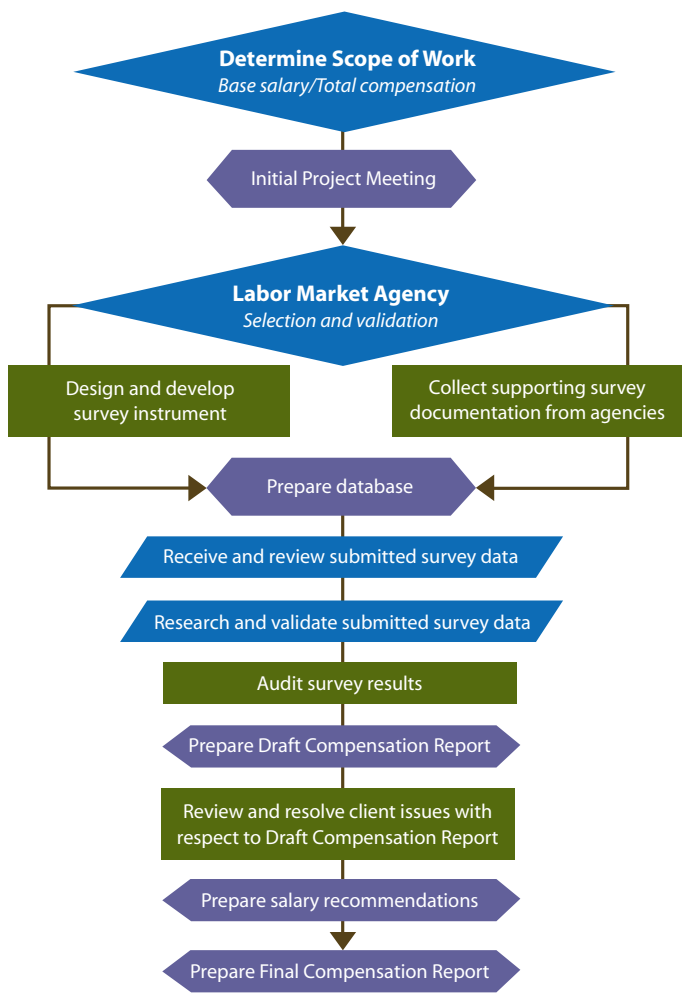
# Compensation Services

## Compensation Study

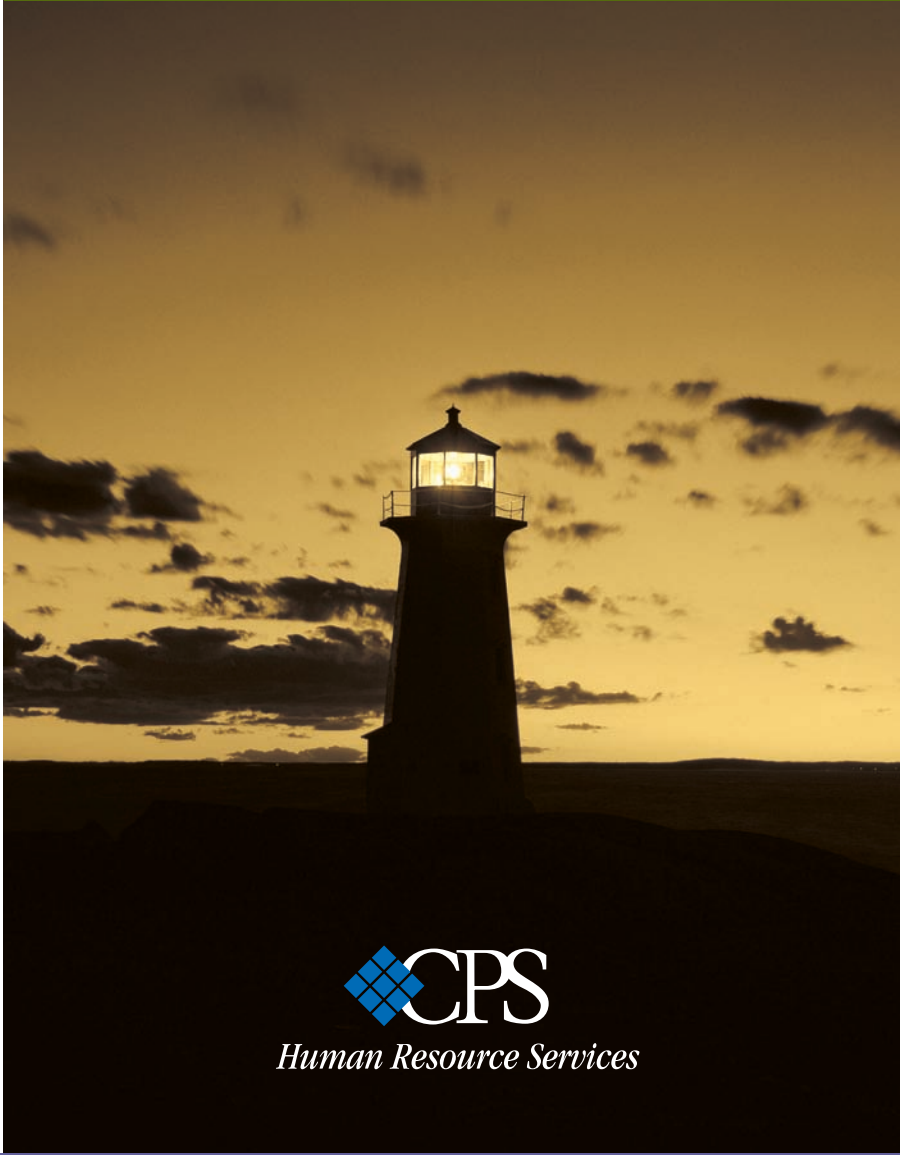
In compensation studies, CPS emphasizes customization and quality control. We customize all surveys to collect base salary or total compensation (base salary and benefits) data that meets your organization’s needs. We begin our studies by talking with your managers and key stakeholders to ensure that our team has a clear understanding of the organization, areas of concern and historical practices. Our team will use either your organization’s traditional labor market, if that is what you request, or will research and recommend a labor market based on critical characteristics such as size, location and industry.

CPS understands the role of governing bodies and is experienced in working with these entities to develop policies around compensation, including labor market and competitive market position.

In developing your survey, we utilize your organization’s job descriptions to clearly and accurately describe your class. Our project team goes the extra step to collect critical background information from the survey agencies so that we can confirm and validate the information provided. CPS develops detailed, yet easily readable spreadsheets for each survey classification providing the base salary and benefit information. We utilize the labor market data as well as your organization’s critical internal relationships to develop recommendations that will allow you to recruit and retain the talent necessary to be successful.



## Classification and Compensation Services



When it comes to classification and compensation studies, the experience, perspectives and resources of CPS make all the difference — and make your organization more successful.

As a public agency, CPS understands the issues and challenges public agencies face. And as a self-supporting entity, CPS understands your need for innovative but practical results. We have helped clients meet their classification, compensation and other human resource needs for more than 70 years.

Throughout our history, CPS has developed relationships across a spectrum of public agencies in city, county, state and federal government, as well as special districts and non-profit organizations. We leverage these relationships to develop and conduct comprehensive classification and compensation studies. From study development and administration to classification and compensation recommendations, we work with our clients to meet their organization’s goals and objectives and leave them with a classification and compensation plan that their organization can manage for years to come.



# Classification Services

Our comprehensive classification studies include extensive communication with the client and key stakeholders from beginning to end. At CPS, we believe a successful classification study begins with open communication; therefore, we take the extra step to conduct orientation sessions with your employees, supervisors and managers to develop trust, to walk through the process, to explain their role in the process and to hear and alleviate concerns. Our team develops a custom questionnaire and provides it to your employees in various formats so they can participate in a manner that is comfortable for them. In addition, our team conducts detailed interviews with your employees, supervisors and managers to ensure that we clearly understand the work of each position.

Our comprehensive classification studies include customized job descriptions that accurately describe the work performed, distinctions between classes, as well as the knowledge, skills, abilities, education and experience necessary to successfully perform the duties. We’re proud of the flexibility that we use to meet our clients’ needs. Whether you need an organization-wide classification study or a single-position study, CPS has the expertise and proven methodology to make your study a success.

## Classification Study

